



<i>PART A: To be completed by Faculty (Dean or Designate)</i>		
FACULTY MEMBER INFORMATION		
SURNAME	GIVEN NAME	
FACULTY	ACADEMIC RANK	
DEPARTMENT/UNIT		
EMPLOYEE ID #	EMPLOYEE EMAIL	
FUNDING INFORMATION		
FUNDING START DATE (MM/DD/YY):		
FUNDING END DATE (MM/DD/YY): <i>(3-year term maximum)</i>		
FUNDING PROVIDED BY FACULTY/DEPT (\$):		
FACULTY/DEPT COST CENTER (CC#):		
FACULTY/DEPT PROGRAM NUMBER (PM#):		
FUNDING REQUESTED FROM VPRI (\$):		
ADDITIONAL INFORMATION:		
REQUIRED ATTACHMENTS		
<p><i>Refer to Aspire Program Terms for more details on the Letters and Activity Plan.</i></p> <ul style="list-style-type: none"> Curriculum Vitae Letters of References (3 letters minimum) Research / Creative Activity 5-year Plan (3 pages max) - written by the candidate Dean's Letter of Support 		
SIGNATURES		
Name (Dean or designate):	Signature:	Date:



<i>PART B: To be completed by VPRI</i>		
ASPIRE FUNDING PROVIDED (\$):		
ADDITIONAL INFORMATION:		
SIGNATURES		
Name (VPRI or designate):	Signature:	Date:

<i>PART C: To be completed by the Faculty (Dean or Designate)</i>		
REQUIRED ATTACHMENT		
<input type="checkbox"/> Letter of Offer accepted and attached		
SIGNATURES		
Name (Dean or designate):	Signature:	Date:

INSTRUCTIONS

DEADLINE: Applications can be submitted anytime during the recruitment process but no later than 30 days after an offer letter is signed.

PART A - To be completed by the Faculty Dean or Designate

- Complete all sections in Part A
- Submit the form and required attachments to vprawards.ubco@ubc.ca

PART B - To be completed by the VPRI

- Once reviewed, approved, and signed, the form will be sent back to the Faculty.

PART C - To be completed by the Faculty – Dean or Designate

- Once the candidate accepts the offer, complete Part C and submit to vprawards.ubco@ubc.ca with a copy of the letter of offer